

**AGREEMENT BETWEEN
LAKE COUNTY, FLORIDA AND
HANSON PROFESSIONAL SERVICES, INC.
FOR COMMISSIONING SERVICES
RSQ #11-0028**

This is an Agreement between Lake County, Florida, a political subdivision of the State of Florida, hereinafter referred to as the COUNTY, by and through its Board of County Commissioners, and Hanson Professional Services, Inc., a foreign corporation authorized to do business in the State of Florida, its successors and assigns, hereinafter referred to as CONSULTANT.

WITNESSETH:

WHEREAS, the COUNTY has publicly submitted a Request for Statements of Qualifications (RSQ), #11-0028, for procurement of a firm to provide commissioning services for the construction of the Lake County Emergency Communications and Operations Center; and

WHEREAS, the CONSULTANT desires to perform such services subject to the terms of this Agreement; and

NOW, THEREFORE, IN CONSIDERATION of the mutual terms, understandings, conditions, promises, covenants and payment hereinafter set forth, and intending to be legally bound, the parties hereby agree as follows:

Article 1. Recitals

1.1 The foregoing recitals are true and correct and incorporated herein.

Article 2. Scope of Professional Services

2.1 On the terms and conditions set forth in this Agreement, COUNTY hereby engages CONSULTANT to provide commissioning services for the Lake County Emergency Operations Center in accordance with the Scope of Services attached hereto as **Exhibit A**, and incorporated herein by reference.

2.2 The CONSULTANT agrees and acknowledges that time is of the essence in completing the Scope of Services identified herein. All services shall be completed no later than **March 31, 2013**, unless a written change order has been duly executed by both parties. Continuation of the performance period beyond the initial period is a COUNTY prerogative, and not a right of the CONSULTANT. This prerogative may only be exercised when such continuation is clearly in the best interest of the COUNTY. This Agreement shall be effective upon the date of execution by the COUNTY, shall remain in effect until such time as the services acquired in conjunction with this Agreement have been completed, delivered and accepted by the COUNTY, and will then remain in effect until completion of the expressed and/or implied warranty periods, if any.

2.3 The CONSULTANT shall coordinate and work with any other consultants retained by the COUNTY. CONSULTANT acknowledges that nothing herein shall be deemed to preclude the COUNTY from retaining the services of other persons or entities undertaking the same or similar services as those undertaken by the CONSULTANT or from independently developing or

acquiring materials or programs that are similar to, or competitive with, the services provided under this Agreement.

2.4 In addition to any other termination provisions provided herein, should the CONSULTANT fail to complete the work within the performance period cited above and any optional renewal period exercised by the COUNTY, it is hereby agreed and understood that the COUNTY reserves the authority to cancel this Agreement with the CONSULTANT and to secure the services of another consultant to complete the work. If COUNTY exercises this authority, COUNTY shall be responsible for reimbursing the CONSULTANT for work which was completed and found acceptable in accordance with the contract specifications. Additionally, the COUNTY may, at its option, demand payment from CONSULTANT, through an invoice or credit memo, for any additional costs over and beyond the original contract price which were incurred by the COUNTY as a result of having to secure the services of another consultant. CONSULTANT shall honor any such invoices or credit memos submitted to the CONSULTANT by the COUNTY under these circumstances.

2.5 In addition to any other termination provisions provided herein, the COUNTY reserves the right to terminate the Agreement if CONSULTANT materially fails to fulfill any of its obligations under this Agreement, if the service does not conform to the specifications, or if the CONSULTANT materially fails to comply with any federal, state or local statutes, rules and regulations applicable to this Agreement, including health and safety rules and regulations.

A. If any service performed pursuant to this Agreement is found to be defective or does not conform to the specifications contained herein, the COUNTY reserves the right to require corrective action as appropriate, which may include, but is not limited to, ordering re-performance of service or the termination of the Agreement for default. The COUNTY will not be responsible for paying for any service that does not conform to the Agreement specifications.

B. In the event of termination under this section, the COUNTY shall provide thirty (30) calendar days written notice of its intent to terminate, and shall provide CONSULTANT an opportunity to consult with the COUNTY regarding the reason(s) for termination. The COUNTY may take any other remedies that may be legally available.

2.6 The CONSULTANT agrees and acknowledges that this Agreement is to be funded by Federal and State grant monies, to wit:

FEMA EOC Grant Program; Contract # 10-DS-58-06-45-01-114;

State Grant Agreement; Contract #07CP-5M-06-45-01-392;

State Grant Agreement; Contract #07-EC-33-06-45-01-497;

Federal Hazard Mitigation Grant Program; Contract #07-EC-33-06-45-01-497;

FEMA EOC Grant Program; Contract # not yet known; and

Any other grants received after the effective date of this Contract that provide funding for this Project

Each of the grant Agreements listed above, and any future grant agreements awarded to the COUNTY for this Project, are hereby incorporated herein and constitute a material part of this Agreement. As such, the CONSULTANT shall agree to cooperate with the COUNTY in order to assure compliance with all requirements of the funding entity applicable to use of the monies, including providing access to and the right to examine relative documents related to the Project and as specifically requested by the Federal or State granting agency. Additionally, the CONSULTANT shall abide by the following specific provisions of the above-referenced grants:

1. CONSULTANT shall allow access to its records at reasonable times to all funding agencies, their employees and agents. "Reasonable" shall ordinarily mean during normal business hours of 8:00 a.m. to 5:00 p.m., local time, on Monday through Friday. "Agents" shall include, but not be limited to, auditors retained by the funding agencies.
2. CONSULTANT shall be bound by the terms of each grant agreement listed above, and by the terms of any subsequent grant agreement entered into by the COUNTY to fund this Project; and CONSULTANT shall be bound by all applicable state and federal laws and regulations; and CONSULTANT shall hold the funding agencies and the COUNTY harmless against all claims of whatever nature arising out of the CONSULTANT'S performance of work under the grant agreements, to the extent allowed and required by law.
3. The CONSULTANT certifies, by its signature to this Agreement, that to the best of his or her knowledge and belief:
 - a. No federal appropriated funds have been paid or will be paid, by or on behalf of the CONSULTANT, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.
 - b. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative

agreement, the CONSULTANT shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying."

c. The CONSULTANT shall require that this certification be included in the award documents for all subawards (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose.

d. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

4. The CONSULTANT shall comply with the most recent version of the Administrative Requirements, Cost Principles, and Audit Requirements set forth in the grant agreements.
5. The CONSULTANT shall execute the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion attached hereto and incorporated herein as **Exhibit C**.
6. The CONSULTANT shall comply with all applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
7. The CONSULTANT shall comply with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d); or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA)(1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.

Conflicts between the Scope of Services set forth in **Exhibit A** and the grant requirements will be resolved in favor of the those requirements required for the grant funding.

Article 3. Payment

3.1 The COUNTY shall pay CONSULTANT to complete the Scope of Services set forth in **Exhibit A**, an amount not to exceed **\$78,411.00**. A cost breakdown is attached hereto and incorporated herein by reference as **Exhibit B**.

3.2 Invoices shall be submitted in duplicate to Kristian Swenson, Director, Facilities Development & Management Department, at P.O. Box 7800, Tavares, Florida 32778. Each invoice shall contain the RSQ number, a detailed description of services and fees, dates and locations of services, and confirmation of acceptance of the goods or services by the appropriate COUNTY representative. The CONSULTANT shall keep a travel log indicating all dates of travel, mileage, etc.

3.3 The COUNTY shall make payment on all invoices in accordance with the Florida Prompt Payment Act, Chapter 218, Part VII, Florida Statutes. Failure to submit invoices in the prescribed manner will delay payment, and CONSULTANT may be considered in default of contract and the contract may be terminated.

3.4 Other than the approved total hours and related direct expenses composing the negotiated lump sum fee, the CONSULTANT shall not be entitled to payment for any expenses, fees, or other costs it may incur at any time and in any connection with its performance hereunder.

3.5 CONSULTANT agrees and acknowledges that this Agreement is to be funded by federal, state, or other local agency monies, and the CONSULTANT hereby agrees to comply with all requirements of the funding entity applicable to the use of the monies, including full application of requirements involving the use of minority firms, women's business enterprises, and labor surplus area firms. The CONSULTANT is advised that payments under this Agreement may be withheld pending completion and submission of all required forms and documents required of the CONSULTANT pursuant to the grant funding requirements. A copy of the requirements shall be supplied to the CONSULTANT by the COUNTY upon request.

3.6 CONSULTANT acknowledges and agrees that if the services provided under this Agreement are being supported in whole or in part by Federal and/or State funding, CONSULTANT shall utilize the U.S. Department of Homeland Security's E-Verify system in accordance with the terms governing use of the system to confirm the employment eligibility of:

- A. All persons employed by the CONSULTANT during the term of this Agreement to perform employment duties within Lake County; and
- B. All persons, including subcontractors, assigned by the CONSULTANT to perform work pursuant to the contract.

Article 4. County Responsibilities

4.1 COUNTY shall promptly review the deliverables and other materials submitted by CONSULTANT and provide direction to CONSULTANT as needed. COUNTY shall designate one County staff member to act as COUNTY'S Project Administrator and/or Spokesperson.

4.2 COUNTY shall reimburse CONSULTANT, in accordance with the provisions of Article 3 above for required services timely submitted and approved and accepted by COUNTY in accordance with the terms of this Agreement.

4.3 COUNTY will provide to the CONSULTANT all necessary and available data, photos, and documents the COUNTY possesses that would be useful to the CONSULTANT in the completion of the required services.

Article 5. Special Terms and Conditions

5.1 Qualifications. Firms or individuals will be registered with the State of Florida and have obtained at least the minimum thresholds of education and professional experience required by the statutes to perform the services contained herein. The CONSULTANT shall either be registered or have applied for registration with the Florida Department of State in accordance with the provisions of Chapter 607, Florida Statutes.

5.2 Termination. This Agreement may be terminated by the COUNTY upon thirty (30) days advance written notice to the other party; but if any work or service/Task hereunder is in progress but not completed as of the date of termination, then this Agreement may be extended upon written approval of the COUNTY until said work or service(s)/Task(s) is completed and accepted.

A. Termination for Convenience. In the event this Agreement is terminated or cancelled upon the request and for the convenience of COUNTY with the required 30 day advance written notice, COUNTY shall reimburse CONSULTANT for actual work satisfactorily completed and reasonable expenses incurred.

B. Termination for Cause. Termination by County for cause, default, or negligence on the part of CONSULTANT shall be excluded from the foregoing provision. Termination costs, if any, shall not apply. The 30-day advance notice requirement is waived in the event of termination for cause.

C. Termination Due to Unavailability of Funds in Succeeding Fiscal Years. When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, this Agreement shall be canceled and the CONSULTANT shall be reimbursed for services satisfactorily performed and the reasonable value of any non-recurring costs incurred but not amortized in the price of the supplies or services/Tasks delivered under this Agreement.

5.3 Assignment of Agreement This Agreement shall not be assigned except with the written consent of the COUNTY'S Procurement Services Director. No such consent shall be construed as making the COUNTY a party to the assignment or subjecting the COUNTY to liability of any kind to any assignee. No assignment shall under any circumstances relieve the CONSULTANT of liability and obligations under this Agreement and all transactions with the COUNTY must be through the CONSULTANT. Additionally, unless otherwise stipulated herein, the CONSULTANT shall notify and obtain prior written consent from the COUNTY prior to being acquired or subject to a hostile takeover. Any acquisition or hostile takeover without the prior consent of the COUNTY may result in termination of this Agreement for default.

5.4 Insurance. CONSULTANT shall purchase and maintain, at its expense, from a company or companies authorized to do business in the State of Florida and which are acceptable to COUNTY, policies of insurance containing the following types of coverage and minimum limits of liability

protecting from claims which may arise out of or result from the performance or nonperformance of services under this Agreement by the CONSULTANT or by anyone directly or indirectly employed by CONSULTANT, or by anyone for whose acts CONSULTANT may be liable. Failure to obtain and maintain such insurance as set out below will be considered a breach of contract and may result in termination of the contract for default. CONSULTANT shall not commence work under the Agreement until COUNTY has received an acceptable certificate or certificates of insurance evidencing the required insurance, which is as follows:

- (i) General Liability insurance on forms no more restrictive than the latest edition of the Commercial General Liability policy (CG 00 01) of the Insurance Services Office or equivalent without restrictive endorsements, with the following minimum limits and coverage:

Each Occurrence/General Aggregate	\$1,000,000/\$2,000,000
Products-Completed Operations	\$2,000,000
Personal & Adv. Injury	\$1,000,000
Fire Damage	\$50,000
Medical Expense	\$5,000
Contractual Liability	Included

- (ii) Automobile liability insurance, including owned, non-owned and hired autos with the following minimum limits and coverage:

Combined Single Limit	\$1,000,000
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- (iii) Workers' compensation insurance in accordance with Chapter 440, Florida Statutes, and/or any other applicable law requiring workers' compensation (Federal, maritime, etc). If not required by law to maintain workers' compensation insurance, the CONSULTANT must provide a notarized statement that if he or she is injured, he or she will not hold the COUNTY responsible for any payment or compensation for that injury.

- (iv) Employer's liability insurance with the following minimum limits and coverage:

Each Accident	\$1,000,000
Disease-Each Employee	\$1,000,000
Disease-Policy Limit	\$1,000,000

- (v) Professional liability and/or specialty insurance (medical malpractice, engineers, architect, consultant, environmental, pollution, errors and omissions, etc.) as applicable, with minimum limits of \$1,000,000 and annual aggregate of \$2,000,000.

- (vi) **Lake County, A Political Subdivision Of The State Of Florida, And The Board Of County Commissioners**, shall be named as additional insured as their interest may appear on all applicable liability insurance policies.

- (vii) Certificates of insurance shall provide for a minimum of thirty (30) days prior written notice to the COUNTY of any material change or cancellation of the required insurance. It is the CONSULTANT's specific responsibility to ensure that any such notice is provided within the stated timeframe.

(viii) Certificates of insurance shall identify the RSQ number, contract, project, etc., in the Description of Operations section of the Certificate.

(ix) The Certificate holder shall be: LAKE COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA, AND THE BOARD OF COUNTY COMMISSIONERS, P.O. BOX 7800, TAVARES, FL 32778-7800

(x) Certificates of insurance shall evidence a waiver of subrogation in favor of the COUNTY, that coverage shall be primary and noncontributory, and that each evidenced policy includes a Cross Liability or Severability of Interests provision, with no requirement of premium payment by the COUNTY.

(xi) CONSULTANT shall be responsible for subcontractors and their insurance. Subcontractors are to provide certificates of insurance to the CONSULTANT evidencing coverage and terms in accordance with the CONSULTANT's requirements.

(xii) All self-insured retentions shall appear on the certificate(s) and shall be subject to approval by the COUNTY. At the option of the COUNTY, the insurer shall reduce or eliminate such self-insured retentions, or the CONSULTANT or subcontractor shall be required to procure a bond guaranteeing payment of losses and related claims expenses.

(xiii) The COUNTY shall be exempt from and in no way liable for any sums of money which may represent a deductible or self-insured retention in any insurance policy. The payment of such deductible or self-insured retention shall be the sole responsibility of the CONSULTANT and/or subcontractor providing such insurance.

(xiv) Neither approval by the COUNTY of any insurance supplied by the CONSULTANT, nor a failure to disapprove that insurance, shall relieve the CONSULTANT of full responsibility of liability damages, and accidents as set forth herein.

(xv) If it is not possible for the CONSULTANT to certify compliance, on the certificate of insurance, with all of the above requirements, then the CONSULTANT is required to provide a copy of the actual policy endorsement(s) providing the required coverage and notification provisions.

5.5 Indemnity. The CONSULTANT shall indemnify and hold the COUNTY and its agents, officers, commissioners or employees harmless for any damages resulting from failure of the CONSULTANT to take out and maintain the above insurance. In accordance with Section 725.08, Florida Statutes, the CONSULTANT agrees for good and valuable consideration in the amount of ten dollars (\$10.00) to indemnify, and hold the Board of County Commissioners, Lake County, Florida, and its officers, commissions, and employees free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities to the extent resulting from the negligent act, error or omission of the CONSULTANT, its agents, employees or representative, in the performance of CONSULTANT'S duties set forth in this Agreement.

5.6 Independent Contractor. CONSULTANT agrees that it shall be acting as an independent contractor and shall not be considered or deemed to be an agent, employee, joint venturer, or partner of COUNTY. CONSULTANT shall have no authority to contract for or bind COUNTY in any manner and shall not represent itself as an agent of COUNTY or as otherwise authorized to act for or on behalf of COUNTY.

5.7 Ownership of Deliverables. Upon completion of and payment for a task CONSULTANT agrees all Tasks and/or deliverables under this Agreement, and other data generated or developed by CONSULTANT under this Agreement or furnished by COUNTY to CONSULTANT shall be and/or remain the property of COUNTY. CONSULTANT shall perform any acts that may be deemed necessary or desirable by COUNTY to more fully transfer ownership of all Tasks and/or deliverables to COUNTY, at COUNTY's expense. Additionally, CONSULTANT hereby represents and warrants that it has full right and authority to perform its obligations specified in this Agreement. CONSULTANT and COUNTY recognize that CONSULTANT'S work product submitted in performance of this Agreement is intended only for the project described in this Agreement. COUNTY'S alteration of CONSULTANT'S work product or its use by COUNTY for any other purpose shall be at COUNTY'S sole risk.

5.8 Return of Materials. Upon the request of the COUNTY, but in any event upon termination of this Agreement, CONSULTANT shall surrender to the COUNTY all memoranda, notes, records, drawings, manuals, computer software, and other documents or materials pertaining to the services hereunder, that were furnished to the CONSULTANT by the COUNTY pursuant to this Agreement. CONSULTANT may keep copies of all work product for its records.

5.9 NO CLAIM FOR DAMAGES OR ANY CLAIM OTHER THAN FOR AN EXTENSION OF TIME SHALL BE MADE OR ASSERTED AGAINST THE COUNTY BY REASON OF ANY DELAYS. No interruption, interference, inefficiency, suspension or delay in the commencement or progress of the work from any cause whatsoever, shall relieve the CONSULTANT of his duty to perform or give rise to any right to damages or additional compensation from the COUNTY. The CONSULTANT expressly acknowledges and agrees that the CONSULTANT shall receive no damages for delay. The CONSULTANT'S sole remedy, if any, against the COUNTY shall be the right to seek an extension to the contract time. However, this provision shall not preclude recovery of damages by the CONSULTANT for hindrances or delays due solely to fraud, bad faith or active interference on the part of the COUNTY. Otherwise, CONSULTANT shall be entitled to extensions of the Contract Time as the sole and exclusive remedy for such resulting delay, in accordance with and to the extent specifically provided above.

The parties will exercise every reasonable effort to meet their respective obligations hereunder. Notwithstanding the above, the parties shall not be liable for delays resulting from force majeure or other causes beyond their reasonable control, including, but not limited to, compliance with any government law or regulation, acts of nature, acts or omissions of the other party, government acts or omissions, fires, strikes, natural disasters, wars, riots, transportation problems and/or any cause whatsoever beyond the reasonable control of the parties. Any such cause will extend the performance of the delayed obligation to the extent of the delay so incurred.

5.10 Retaining Other Consultants. Nothing herein shall be deemed to preclude the COUNTY from retaining the services of other persons or entities undertaking the same or similar services as those undertaken by the CONSULTANT or from independently developing or acquiring materials or programs that are similar to, or competitive with, the services provided under this Agreement.

5.11 Accuracy and Warranty. The CONSULTANT is responsible for the professional quality, technical accuracy, timely completion and coordination of all the services furnished hereunder. The CONSULTANT shall, without additional compensation, correct or revise any errors, omissions or other deficiencies in its designs, drawings, reports or other services. Any corrections shall be made within thirty (30) calendar days after such deficiencies or non-conformances are verbally reported by the COUNTY. CONSULTANT agrees that the products and services provided under this Agreement shall be covered by the most favorable commercial warranty that CONSULTANT gives to any customer for comparable products and services.

5.12 Truth in Negotiation Certificate. For all lump-sum or cost-plus fixed fee agreements exceeding \$150,000, the firm awarded the agreement must execute a truth in negotiation certificate stating that the wage rates and other factual unit costs are accurate, complete and current, at the time of contracting. Any agreement requiring this certificate shall contain a provision that the original agreement price and any additions shall be adjusted to exclude any significant sums by which the COUNTY determines the agreement price was increased due to inaccurate, incomplete, or non-current wage rates and other factual unit costs. All such agreement adjustments shall be made within one (1) year following the end of the contract. Execution of this Agreement constitutes execution of the Truth in Negotiation Certificate.

5.13 Codes and Regulations. All work completed under this Agreement shall conform to all applicable federal, state and local statutes, codes, regulations and ordinances.

5.14 Public Entity Crimes. A person or affiliate who has been placed on the convicted vendor list following a conviction of a public entity crime may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity in excess of the threshold amount provided in Florida Statutes, section 287.017 for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

5.15 Prohibition Against Contingent Fees. CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CONSULTANT, to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award or making of this Agreement.

5.16 Conflict of Interest. CONSULTANT agrees that it will not engage in any action that would create a conflict of interest in the performance of its obligations pursuant to this Agreement, or which would violate or cause others to violate the provisions of Part III, Chapter 112, Florida Statutes, relating to ethics in government. Further, CONSULTANT hereby certifies that no officer, agent, or employee of COUNTY has any material interest either directly or indirectly in the business of CONSULTANT conducted here and that no such person shall have any such interest at any time during the term of this Agreement unless approved by the COUNTY.

5.17 Public Records/Copyrights.

A. All electronic files, audio and/or video recordings, and all papers pertaining to any activity performed by the provider for or on behalf of the COUNTY shall be the property of the COUNTY and will be turned over to the COUNTY upon request. In accordance with Florida "Public

Records” law, Chapter 119, Florida Statutes, each file and all papers pertaining to any activities performed for or on behalf of the COUNTY are public records available for inspection by any person even if the file or paper resides in the CONSULTANT’s office or facility. The CONSULTANT shall maintain the files and papers for not less than three (3) complete calendar years after the project has been completed or terminated, or in accordance with the federal requirements, whichever is longer. Prior to the close out of the Agreement, the CONSULTANT shall appoint a records custodian to handle any records request and provide the custodian’s name and telephone number(s) to the user COUNTY department.

B. Any copyright derived from any agreement derived from this Agreement shall belong to the author. The author and the CONSULTANT shall expressly assign to the COUNTY nonexclusive, royalty free rights to use any and all information provided by the CONSULTANT in any deliverable and/or report for the COUNTY’S use which may include publishing in COUNTY documents and distribution as the COUNTY deems to be in the COUNTY’S best interests. If anything included in any deliverable limits the rights of the COUNTY to use the information, the deliverable shall be considered defective and not acceptable and the CONSULTANT will not be eligible for any compensation.

5.18 Right to Audit. The COUNTY reserves the right to require CONSULTANT to submit to an audit by any auditor of the COUNTY’S choosing. CONSULTANT shall provide access to all of its records which relate directly or indirectly to this Agreement at its place of business during regular business hours. CONSULTANT shall retain all records pertaining to this Agreement and upon request make them available to the COUNTY for three (3) years following expiration of the Agreement. CONSULTANT agrees to provide such assistance as may be necessary to facilitate the review or audit by the COUNTY to ensure compliance with applicable accounting and financial standards. Additionally, CONSULTANT agrees to include the requirements of this provision in all contracts with subcontractors and material suppliers in connection with the work performed hereunder.

If an audit inspection or examination pursuant to this section discloses overpricing or overcharges of any nature by the CONSULTANT to the COUNTY in excess of one percent (1%) of the total contract billings, in addition to making adjustments for the overcharges, the reasonable actual cost of the COUNTY’S audit shall be reimbursed to the COUNTY by the CONSULTANT. Any adjustments and/or payments which must be made as a result of any such audit or inspection of the CONSULTANT’S invoices and/or records shall be made within a reasonable amount of time, but in no event shall the time exceed ninety (90) days, from presentation of the COUNTY’S audit findings to the CONSULTANT.

Article 6. General Conditions

6.1 This Agreement is made under, and in all respects shall be interpreted, construed, and governed by and in accordance with, the laws of the State of Florida. Venue for any legal action resulting from this Agreement shall lie in Lake County, Florida.

6.2 Neither Party may assign any rights or obligations under this Agreement to any other party unless specific written permission from the other party is obtained.

6.3 The captions utilized in this Agreement are for the purposes of identification only and do not control or affect the meaning or construction of any of the provisions hereof.

6.4 This Agreement shall be binding upon and shall inure to the benefit of each of the parties and of their respective successors and permitted assigns.

6.5 This Agreement may not be amended, released, discharged, rescinded or abandoned, except by a written instrument duly executed by each of the parties hereto.

6.6 The failure of any party hereto at any time to enforce any of the provisions of this Agreement will in no way constitute or be construed as a waiver of such provision or of any other provision hereof, nor in any way affect the validity of, or the right thereafter to enforce, each and every provision of this Agreement.

6.7 During the term of this Agreement CONSULTANT assures COUNTY that it is in compliance with Title VII of the 1964 Civil Rights Act, as amended, and the Florida Civil Rights Act of 1992, in that CONSULTANT does not on the grounds of race, color, national origin, religion, sex, age, disability or marital status, discrimination in any form or manner against CONSULTANT employees or applicants for employment. CONSULTANT understands and agrees that this Agreement is conditioned upon the veracity of this statement of assurance.

6.8 CONSULTANT shall at all times comply with all Federal, State and local laws, rules and regulations.

6.9 The employee(s) of CONSULTANT shall be considered at all times its employee(s) and not an employee(s) or agent(s) of COUNTY. CONSULTANT shall provide employee(s) capable of performing the work as required. The COUNTY may require CONSULTANT to remove any employee it deems unacceptable. All employees of the CONSULTANT shall wear proper identification.

6.10 Any individual, corporation, or other entity that attempts to meet its contractual obligations with the COUNTY through fraud, misrepresentation or material misstatement, may be debarred for up to five (5) years. The COUNTY as a further sanction may terminate or cancel any other contracts with such individual, corporation, or entity. Such individual or entity shall be responsible for all direct or indirect costs associated with termination or cancellation, including attorney's fees.

6.11 CONSULTANT shall act as the prime consultant for all required items and services and shall assume full responsibility for the procurement and maintenance of such items and services. CONSULTANT shall be considered the sole point of contact with regards to all stipulations, including payment of all charges and meeting all requirements of this Agreement. All subcontractors will be subject to advance review by the COUNTY in terms of competency and security concerns. No change in subcontractors shall be made without consent of the COUNTY. CONSULTANT shall be responsible for all insurance, permits, licenses and related matters for any and all subcontractors. Even if the subcontractor is self-insured, the COUNTY may require the CONSULTANT to provide any insurance certificates required by the work to be performed.

6.12 With the consent of CONSULTANT, other agencies may make purchases in accordance with the contract. Such purchases shall be governed by the same terms and conditions as stated herein with the exception of the change in agency name.

6.13 The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions hereof, and this Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

6.14 Wherever provision is made in this Agreement for the giving, service or delivery of any notice, statement or other instrument, such notice shall be in writing and shall be deemed to have been duly

given, served and delivered, if delivered by hand or mailed by United States registered or certified mail or sent by facsimile, addressed as follows:

If to CONSULTANT:

William C. Bradford, P.E.
720 North Maitland Avenue
Suite 102
Maitland, Florida 32751

If to COUNTY:

County Manager
Lake County Administration Building
315 West Main Street, Suite 308
Post Office Box 7800
Tavares, Florida 32778-7800

Each party hereto may change its mailing address by giving to the other party hereto, by hand delivery, United States registered or certified mail notice of election to change such address.

Article 7. Scope of Agreement

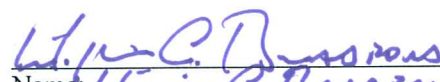
7.1 This Agreement is intended by the parties hereto to be the final expression of their Agreement, and it constitutes the full and entire understanding between the parties with respect to the subject hereof, notwithstanding any representations, statements, or agreements to the contrary heretofore made.

7.2 This Agreement contains the following Exhibits:

Exhibit A	Scope of Work
Exhibit B	Pricing
Exhibit C	Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the respective dates under each signature: COUNTY through its Board of County Commissioners, signing by and through its Chairman, authorized to execute same by Board Action on the 22 day of May, 2012, and by CONSULTANT through its duly authorized representative.

CONSULTANT


Name: William C. Bradford, P.E.
Title: Senior Vice President

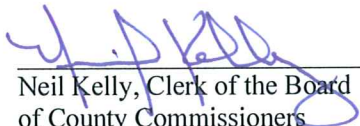
This 27th day of FEBRUARY, 2012.

Agreement between Lake County and Hanson Professional Services, Inc. for Commissioning Services for
EOC; RSQ 11-0028

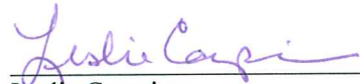
COUNTY

ATTEST:

LAKE COUNTY, through its
BOARD OF COUNTY COMMISSIONERS



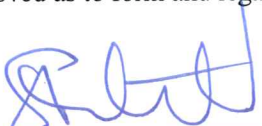
Neil Kelly, Clerk of the Board
of County Commissioners
of Lake County, Florida



Leslie Campione
Chairman

This 22nd day of May, 2012.

Approved as to form and legality:



Sanford A. Minkoff
County Attorney

EXHIBIT A
SCOPE OF SERVICES

**Professional Services Agreement
C11G0131
Attachment A – Scope of Services**

Agreement Date: January 17, 2012 (Revised January 27, 2012) (Revised February 2, 2012)

Project: Lake County Emergency Operations Center (EOC) Commissioning

Project Description:

Lake County is constructing an Emergency Operations Center (EOC), which is approximately 27,000 square feet, to be located adjacent to the existing Judicial Center Expansion. The EOC will be connected to the existing Central Energy Plant (CEP) located at the Judicial Center Expansion. The plans include the construction of the EOC facility, hardening of the CEP to meet emergency operations criteria, and the addition of an emergency generator to operate a lift station for the city of Tavares. The CEP will provide heating and cooling for the EOC under normal and emergency conditions. Electrical power will be provided from the local utility and a dedicated emergency generator (with integral fuel tank).

Basic Commissioning Services

Hanson will provide Commissioning Services for the following systems:

- HVAC/heating and cooling piping systems
- Lighting Control Systems
- UPS Power System
- Emergency Power Generation Systems
- Security Systems
- Fire Protection Systems (Fire Sprinklers, Clean Agent, and Fire Alarm Systems)

HVAC Systems include the following:

- (2) Air-handling units (dual fan/dual coil)
 - (3) Computer Room Air Conditioning Units with Air-Cooled Condensing Units
 - (18) Parallel Fan Powered Terminal Units with Heating Water Coils (test up to 20%)
 - (27) Variable Air Volume Terminal Units with Heating Water Coils (test up to 20%)
 - (7) Exhaust fans (test all over 100 cfm)
- Building Automation System (BAS)

Hydronic Systems:

Chilled water and heating water systems commissioning shall include:

1. Observation and documentation of the piping installation.
2. Witnessing pressure testing of up to three sections of the pipe installation.

3. Documentation of the control valve operations will be documented in the Building Automation System (BAS).

Electrical Systems commissioning shall include the following:

1. Lighting Controls: consists of wall box and ceiling mounted occupancy sensors with low voltage lighting control systems for preset and dimming control.
2. Uninterruptible Power Supply:
 - a. The Uninterruptible Power Supply (UPS) system: consists of one 225 kVA system complete with battery module, maintenance bypass cabinet, and UPS power module.
 - b. UPS commissioning will include functional performance testing of the operation of the maintenance bypass switches, simulating power outage to cause UPS to transfer to batteries, and other basic functions. Note: Extensive functional testing of the UPS with load banks, infra-red scanning of the UPS equipment and batteries, and electrical system monitoring for waveform distortion and harmonics is not included as part of the commissioning scope of service.
3. Witness start-up and testing of the Generator: The generator consists of a stand-alone packaged diesel engine system with missile impact rated weather resistant enclosure and associated fuel storage tank.
4. Security Systems:
 - a. CCTV Surveillance system
 - b. Access door control systems
 - c. Access card reader control system
 - d. Access elevator controls system
 - e. Photo ID/Video badge system
 - f. Door position indicators
 - g. Security system tamper protection
 - h. Duress equipment
 - i. Door release /request to exit

Fire Protection Systems shall include the following:

1. Fire sprinkler system review including review of the shop drawings submitted by the contractor, observation of the installation, and functional testing of the fire sprinkler system and connection to the fire alarm system, and witness testing by the AHJ and documentation of the testing.
2. Fire Alarm system commissioning shall include review of the fire alarm shop drawings, observation of the installation, and functional testing of the system in association with the Authority Having Jurisdiction (AHJ).

3. Clean Agent fire suppression systems commissioning shall include review of submittals and shop drawings, observation of the installation and functional testing in association with the clean agent contractor providing the system and the AHJ. Note: Hanson shall not be responsible for the replacement of the clean agent chemical associated with the testing of the system.

Hanson's services will comply with ASHRAE Guideline 0-2005 and Guideline 1.1-2007, as well as recommended practices of the AABC Commissioning Group (ACG) and the Building Commissioning Association (BCxA)

BASIC SERVICES:

1. Conduct a Pre-Construction (Kick-off) meeting to define the Owner's requirements and present the commissioning process and its implementation to the construction team (Owner's Representatives, A&E, General Contractor, Testing & Balancing Personnel, Control Contractor, and various discipline Sub-Contractors). Explain the responsibilities of each party in the Cx process.
2. Conduct periodic meetings to coordinate Cx Activities with the General Contractor and Subcontractors and prepare minutes for distribution as part of the commissioning process. These meetings shall be conducted in conjunction with the site visits indicated below.
3. Oversee the General Contractor's start-up of the equipment to be commissioned. Observe testing and balancing activities. Hanson will schedule to be on site during T&B activities. At that time Hanson will request that the contractor provide a preliminary report. From that report Hanson will request that the contractor re-test up to 10% of the devices to confirm the report's accuracy.
4. Review pertinent approved submittals and shop drawings to support the Commissioning Process. Submittal and shop drawings shall be reviewed to develop appropriate Verification Checklists and Functional Performance Test (FPT) documents. Submittals & shop drawings shall also be reviewed for maintainability and for compliance to the Design Intent.
5. Prepare Component Verification (Installation/Start-up) Checklists, distribute to Contractors for completion. Conduct periodic site visits during construction to observe installation of the equipment to be commissioned. Approximately, a 10% sample of each system to be commissioned will be observed at each site visit. Each site visit shall include a different sample of the system(s).
6. Prepare Functional Performance Tests (FPT), distribute to Contractors for review and completion. Observe whether the operation and performance of commissioned equipment and systems complies with the Design Intent and construction documents. (Note: Contractors shall provide the necessary test equipment and execute the functional performance tests.)

- a. HVAC FPT will include air handling units, VAV terminal units (20%), exhaust fans, CRAC units, and building automation systems (BAS). HVAC FPT will be conducted by up to two (2) Cx Specialists from Hanson. Hanson will be on site up to two (2) days to conduct the testing with the contractor.
- b. Functional Testing of the lighting control system will include 100% of the lighting control devices. Lighting Control FPT will be conducted by up to one (1) Cx Specialist from Hanson. Hanson will be on site up to one (1) day to conduct the testing with the contractor.
- c. Functional Testing of the UPS system/generator system shall include planned switch-over of the electrical system to generator power and documentation of the UPS and generator system performance. UPS system/generator FPT will be conducted by up to one (1) Cx Specialist from Hanson. Hanson will be on site up to one (1) day to conduct the testing with the contractor.
- d. Commissioning of the emergency generator consists of witnessing the start-up and load bank testing by the contractor and equipment manufacturer. Also included will be functional testing of the two (2) associated automatic transfer switches (ATS).
- e. Security system commissioning includes functional performance testing of key security points and associated equipment and devices in the system that are comprised of CCTV cameras and associated surveillance equipment, access door control systems with their associated card readers, door position indicators, duress, exit request and door release functions, elevator control access, security system tamper indication, and the photo ID and badge system. Security system FPT will be conducted by up to one (1) Cx Specialist from Hanson. Hanson will be on site up to one (1) day to conduct the testing with the contractor.
- f. Functional Testing of the Fire Protection/Alarm/Clean Agent systems includes witnessing the testing of the systems by the AHJ for the fire alarm and fire sprinkler system. Fire Protection/Alarm/Clean Agent FPT will be conducted by up to one (1) Cx Specialist from Hanson. Hanson will be on site up to one (1) day to conduct the testing with the contractor.

7. Common Construction Tasks include the following:

- a. Hanson will provide up to ten (10) site visits, total, during the construction phase to observe equipment installation and completeness of the Component Verification Checklists and issue site visit reports for each visit.
- b. Review the Contractor's and Subcontractors' start-up logs prior to functional testing. Compile and review the Component Verification Checklists completed by the contractors, review the Test and Balance Report and O&M manuals.
- c. Develop a Commissioning Master Issues Log for the project. Issues identified in the Shop Drawing Review, or through field observations, that may compromise the final commissioned system will be identified in the 'Master Issues Log'. Comments shall be submitted to the Design Team and Owner for resolution.
- d. Coordinate scheduling of commissioning activities with the Construction Manager.
- e. Review of documentation during construction such as requests for information (RFI's), proposal requests (PR's), change orders (CO's), etc. which are pertinent to the

equipment to be commissioned. Documentation will be reviewed for compliance with the Design Intent.

- f. Review the training curricula and attend up to two (2) systems training sessions. The training sessions will be documented and attendance sign-in sheets will be collected from the contractor.
8. Prepare a Commissioning Report to document commissioning activities provided during the construction phase of the project.
 - a. HVAC/BAS System FPT report.
 - b. Electrical Systems and UPS/Generator FPT report
 - c. Fire Protection/Alarm Systems report.

WARRANTY / ACCEPTANCE PHASE SERVICES:

1. Work with the contractor and owner to schedule and plan training activities so that training occurs in a coordinated and coherent fashion. Hanson will assist in the development of training schedules and agendas. Hanson promotes the use of a combination of "classroom" and field training, and will assist the contractors in the development of training agendas for each system or component installed in the project. Hanson recommends training to be conducted by authorized factory personnel. Hanson shall observe that the requirements for training operating personnel and building occupants are completed and shall include training documentation in the Commissioning Report. Video taping of the training sessions will be provided by the contractor as specified in the construction documents. Hanson will attend up to two (2) training sessions.
2. Review the Operation and Maintenance Manuals submitted by the Contractor (and Subcontractors) and submit review comments to the Contractor, Owner and Engineer-of-Record.
3. The Commissioning Authority will return to the building at 10 months into the warranty period to review with the facility staff/Owner the current building operation and the condition (status) of outstanding items related to the original commissioning. Include a plan for resolution of outstanding commissioning-related issues.
4. Within two months of completion of the 10-month warranty walk-through, the Final Commissioning Report will be issued.

QUALIFICATIONS:

The Scope of Services specifically excludes the following:

1. Acting as Engineer-of-Record for the design of any building systems associated with this project. In addition, generation of construction documents associated with the design and layout of systems for this facility is excluded from our work.

2. Commissioning of any other building systems and/or components, beyond those specifically denoted above.
3. Full time construction observation. Hanson's field visits shall be related to Cx activities and tasks, including: verification of system installation and functional performance testing.
4. Directing work by the Contractor. Hanson has no authority to direct work by the contractor, issue change orders, or answer RFIs. As the owner's advocate, Hanson will document and notify the owner of noncompliant items. It is the Owner's responsibility to direct changes to resolve noncompliant items.
5. Attendance at all project meetings. Site visits shall include one mechanical and/or one electrical commissioning specialist. Monthly commissioning meetings to coordinate and report commissioning activities will be conducted in conjunction with the site visits.
6. Providing systems training for Owner's personnel. Hanson will review the proposed training curricula, type of training proposed, schedule and times; and will offer comments regarding same. Similarly, Hanson will review Operation and Maintenance (O&M) manuals prepared by the equipment vendors and contractors and offer comments regarding same. Finally, Hanson will verify required training has occurred.
7. Videotaping of the training sessions. Videotaping is specified in specification section 01820 Demonstration and Training and shall be provided by the Construction Manager.

CLIENT / CONTRACTOR OBLIGATIONS:

1. Client / Owner agrees to provide copies of available documents (contract drawings, specifications, product data submittals, shop drawings, etc.) depicting equipment and systems involved with this project, to assist Hanson execution of these commissioning services and the development of checklists and functional performance test procedures.
2. Contractor shall share proposed schedule for sequence of construction, system start-up, test & balance and training activities, so such activities can be incorporated into the Cx Plan.
3. Contractor and Equipment supplier/vendor will provide all required test equipment and operational/support equipment needed for system start-up, and functional performance testing.

The Schedule for the Services:

This proposal is based on the anticipated construction schedule for this project of 10 months beginning March 2012. The Warranty Walk-thru will be conducted 10 months after acceptance of substantial completion.

**Professional Services Agreement
C11G0131
Attachment B – Charges for Services**

Agreement Date: January 17, 2012 (January 27, 2012) (Revised February 2, 2012)

Project: Lake County Emergency Operations Center (EOC) Commissioning

Basis of Charges:

Charges for professional services performed by our firm for all services listed in the Scope of Services will be made on the basis of \$ 78,411.00 lump sum. Billings will be issued at least monthly, and will be based on the estimated percentage of the total Scope of Services that has been completed.

Pre-Construction Services	\$ 2,110.00
Construction Services	
HVAC	\$ 20,246.00
Lighting Controls	\$ 7,364.00
UPS/Generator	\$ 7,484.00
Security Systems	\$ 6,558.00
Fire Alarm System	\$ 5,346.00
Fire Protection/Clean Agent	\$ 5,654.00
Common Construction Tasks	\$ 17,642.00
Post Construction Services	\$ 5,232.00
Expenses (mileage)	\$ 775.00
Total	<u>\$ 78,411.00</u>

EXHIBIT C
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSION

Certification Regarding
Debarment, Suspension, Ineligibility
And Voluntary Exclusion

Subcontractor Covered Transactions

- (1) The prospective subcontractor of the Recipient, _____, certifies, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the Recipient's subcontractor is unable to certify to the above statement, the prospective subcontractor shall attach an explanation to this form.

SUBCONTRACTOR:

By: _____
Signature

Recipient's Name

Name and Title

DCA Contract Number

Street Address

City, State, Zip

Date